The Department of Treasury (Treasury) adopts the Social Security Number Privacy Policy, pursuant to Michigan Compiled Law (MCL) 445.84. This Policy applies to all Treasury employees.

Treasury will ensure, to the extent practicable, the confidentiality of Social Security numbers (SSNs) it holds. SSNs shall not be disclosed to those outside Treasury, except as authorized by law. Access to information or documents that contain SSNs is limited to those who require access to conduct Treasury's business, and information shall be used solely for that purpose.

Only the last four sequential digits of a SSN shall be publicly displayed, used as a password or identifier or included in or on any document sent outside Treasury, except as authorized by law. Treasury is authorized by law to mail a document or information under the following circumstances:

1. The document or information is mailed by or at the request of an individual whose SSN appears in the document or information, or his or her parent or legal guardian [MCL 445.83(1)(g)(v)].

2. The document or information is a public record and is mailed in compliance with the Freedom of Information Act [MCL 15.231 to 15.246; MCL 445.83(1)(g)(iv)(A)].

3. The document is sent as part of an application or enrollment process that is initiated by the individual [MCL 445.83(1)(g)(ii)].

4. The document is sent to establish, confirm the status of, service, amend or terminate an account, contract, policy or employee or health insurance benefit; or to confirm the accuracy of a SSN of an individual who has an account, contract, policy or employee or health insurance benefit [MCL 445.83(1)(g)(iii)].

Pursuant to MCL 445.83(3), Treasury may use all sequential digits of a SSN as internal primary account numbers for individuals if the use is:

- In the ordinary course of business to verify an individual's identity, identify an individual or do another similar administrative purpose related to an account, transaction, product, service, or employment; or proposed account, transaction, product, service or employment [MCL 445.83(3)(a)(I)], or

- To investigate an individual's claim or credit [MCL 445.83(3)(a)(ii)], or

- To lawfully pursue or enforce Treasury's legal rights, including but not limited to, an audit, collection, investigation or transfer of tax; employee benefit, debt, claim, receivable or account; or an interest in a receivable account [MCL 445.83(3)(a)(iv)], or

- To lawfully investigate, collect or enforce a tax liability [MCL 445.83(3)(a)(v)], or

Approving Signature

- To provide or administer employee or health insurance or membership benefits, claims or retirement programs or to administer the ownership of shares of stock or other investments [MCL 445.83(3)(a)(vi)].

Treasury may use more than four sequential digits of an individual's SSN as a primary account number, only if more than four sequential digits of an individual's SSN have been used as a primary account number prior to March 1, 2005, and use has been ongoing, continuous and in the ordinary course of business since that date. If Treasury stops using all or more than four sequential digits of an individual's SSN as a primary account number for any reason, Treasury will no longer be able to use all or more than four sequential digits of an individual's SSN as a primary account number.

Treasury employees shall adhere to Policy ET-03115 and Procedure PT-03137 when disposing of any documents containing SSNs.

Violation of this Policy may result in discipline, up to and including dismissal. In addition, those who violate the Social Security Privacy Act [MCL 445.81 to 445.87] may be subject to fines, imprisonment, or both.

End